

Maureen G. Kelly  
Clerk Of Common Pleas Court  
Lake County Courthouse West Annex, 25 North Park Place  
Painesville OH 44077  
440-350-2657

In The Court Of Common Pleas  
General Division  
Lake County, Ohio

Caption: \_\_\_\_\_ Case No. \_\_\_\_\_

vs.

Instruction For Service  
(General)

To The Clerk:

You are hereby instructed to serve the following parties by

\_\_\_\_\_ Regular Mail

\_\_\_\_\_ Certified Mail

\_\_\_\_\_ Sheriff Of County

( ) Residence

( ) Personal

\_\_\_\_\_ Process Server

With the following paper

\_\_\_\_\_ Regular Summons (28 Days)

\_\_\_\_\_ Amended Complaint Summons

\_\_\_\_\_ Answer and Counterclaim or Third Party Summons

\_\_\_\_\_ Other:

\_\_\_\_\_ With Journal Entry

\_\_\_\_\_ Without Journal Entry

Name of pleadings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and Address

Party \_\_\_\_\_

Party \_\_\_\_\_

Party \_\_\_\_\_

Party \_\_\_\_\_

Prepared By: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_